



QUITCLAIM INITIAL SUBMITTAL CHECKLIST E-10

Development Services
Land Development Engineering
1635 Faraday Avenue
760-602-2750
www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID _____ Project Name _____
DWG No. _____ Project Engineer _____

- This submittal checklist is to be used for quitclaiming a Carlsbad Municipal Water District easement. For the relinquishment of City of Carlsbad street rights-of-way or public service easements, please use the Vacation Submittal Checklist.
- Fee schedules and forms are located on the City of Carlsbad's website at www.carlsbadca.gov/development-fees and www.carlsbadca.gov/development-forms. Submittals may be rejected if the submittal package is incomplete or current forms are not used.
- Items marked with an asterisk (*) must be completed by a licensed land surveyor or appropriately licensed engineer.

THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

All items must be submitted unless an item is marked "N/A" and initialed by city engineering personnel.

- _____ 1. This submittal checklist
- _____ 2. Transmittal from engineer of work listing all items being submitted
- _____ 3. Completed and signed city Engineering Plancheck Application form
- _____ 4. Original and three copies of letter from applicant requesting quitclaim and indicating reason(s) for quitclaim
- _____ 5. *Six copies of the legal description of each lot. Each legal description on a separate 8 ½" X 11" sheet, typewritten, and labeled "Exhibit A."
- _____ 6. *Six copies of the plat (include vicinity map on plat), each on a separate 8 ½" X 11" sheet labeled "Exhibit B"
- _____ 7. Two copies of instrument dedicating original easement
- _____ 8. *Two sets of traverse calculations for metes and bounds description
- _____ 9. Two copies of preliminary title report issued within 6 months of application
- _____ 10. Concurrent submittal required (as applicable): grading plans, improvement plans, map, etc.
- _____ 11. Application fee
- _____ 12. Other: _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____



**QUITCLAIM
RESUBMITTAL
CHECKLIST
E-10**

Development Services
Land Development Engineering
1635 Faraday Avenue
760-602-2750
www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID _____ DWG No. _____
Project Name _____
Plancher _____ Project Engineer _____

THIS SECTION TO BE COMPLETED BY THE PLANCHER

Plancher No. _____ PCE Initials _____ Date _____

- Items marked with an asterisk (*) must be completed by a licensed land surveyor or appropriately licensed engineer.

THE FOLLOWING MARKED ITEMS MUST BE INCLUDED IN THE RESUBMITTAL:

- _____ 1. This resubmittal checklist
_____ 2. Transmittal from engineer of work listing all items being submitted
_____ 3. Copy of previous city transmittal letter
_____ 4. All previous checkprints of legal description, plat, review checklist, and calculations
_____ 5. * _____ copies of the corrected legal description
(Distribution: 1 File, 2 Plancher, _____ Other—dept.: _____)
_____ 6. * _____ copies of the corrected plat
(Distribution: 1 File, 2 Plancher, _____ Other—dept.: _____)
_____ 7. *Two sets of corrected traverse calculations signed and sealed
_____ 8. Two copies of updated preliminary title report
_____ 9. Concurrent resubmittal required (as applicable), corrected as necessary: grading plans, improvement plans, map, other: see below
_____ 10. Department comments: _____ CMWD District Engineer, _____ Water Operations Division,
_____ Other (specify): _____
(Distribution: to indicated departments)
_____ 11. **OTHER:** _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____



**QUITCLAIM
MYLAR SUBMITTAL
CHECKLIST
E-10**

Development Services
Land Development Engineering
1635 Faraday Avenue
760-602-2750
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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID _____ DWG No. _____

Project Name _____

Plancher _____ Project Engineer _____

- Items marked with an asterisk (*) must be completed by a licensed land surveyor or appropriately licensed engineer.

THE FOLLOWING MARKED ITEMS MUST BE SUBMITTED FOR FINAL APPROVAL:

- _____ 1. This submittal checklist
- _____ 2. Transmittal from engineer of work listing all items being submitted
- _____ 3. Copy of previous city transmittal letter
- _____ 4. All previous checkprints of legal description, plat, review checklist, and calculations
- _____ 5. *Four originals of the corrected legal description signed and sealed.
- _____ 6. *Four originals of the corrected plat signed and sealed
- _____ 7. *Two sets of corrected traverse calculations signed and sealed
- _____ 8. Two copies of preliminary title report issued within 30 days of submittal
- _____ 9. Concurrent mylar submittal required, as applicable: grading plans, improvement plans, map, other: see below
- _____ 10. Department approvals: _____ CMWD District Engineer, _____ Water Operations Division, _____ Other (specify): _____
- _____ 11. **OTHER:** _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____